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78-1924

Approved For Release 2006/02/07 : CIA-RDP92-00420R000400030019-7

20 June 1978

MEMORANDUM FOR: Director of Personnel

FROM:

Chief/Support Staff/ICS

SUBJECT: Secretarial Career Service for the IC Staff

1. Recently the DDCI directed that secretarial career service mechanisms be established in each of the Directorates and within the Office of the DCI ("E" Career Service). This development appears to leave the IC Staff with two alternatives for secretarial personnel management and for meeting the requirement to fill secretarial vacancies as they occur. They are:

1. Opt to remain part of the "E" Career Service so that IC Staff secretaries are afforded the same career management and assignment opportunities as other secretaries within the Office of the DCI.

2. Establish a separate IC Staff panel for secretarial career management utilizing Permanent Cadre.

2. In the first alternative, the "E" Career Service would assume career management responsibility for IC Staff secretaries as well as the secretarial positions. In this manner the "E" Career Service Secretarial Panel would competitively evaluate the performance of IC Staff secretaries along with other secretaries in the "E" Career Service. The "E" Career Service Panel would also have the benefit of IC Staff secretarial positions for rotational assignments from the "E" Career Service. Thus, the IC Staff would look to the "E" Career Service for replacement candidates when a secretarial vacancy occurred. In the second alternative, the IC Staff would, in effect, divorce itself from any established CIA secretarial career service mechanisms and form an independent secretarial panel to handle promotion recommendations, replacement selection, training and other career service matters. The IC Staff in this case would recruit secretarial personnel from wherever we could obtain the best talent, either within the CIA (through issuance of a Vacancy Notice) or through outside recruitment.

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3. Since it is clear that most of our secretaries who are presently "E" Careerists have no desire to sever their Agency affiliation and become IC Staff Permanent Cadre, the question arises as to whether there may not be other options that are available. For example, there may be a middle ground solution whereby IC Staff secretaries could become part of a new CIA secretarial Career Service established only for the IC Staff. This Career Service would be separate from other Career Services established within CIA, yet would function as a part of the CIA secretarial career management system. This would mean that the IC Staff would control hiring, promotions and all other career service matters for the IC Staff secretarial positions. Also, it would apparently mean that IC Staff secretaries who opted for the separate ICS career service would thereby relinquish their "home base" within CIA. However, they would not relinquish any right to compete for available jobs within CIA or re-employment and reassignment rights in CIA at some future date. Thus, IC Staff secretaries would, in effect, have the best of both possible worlds.

4. We would very much appreciate your advice and consideration as to what other options might be available for consideration in addition to the alternatives mentioned in paragraph one above. Once Congress has fully approved the DCI's reorganization plans, the IC Staff will, as you know, be split into two separate staffs, Collection Tasking Staff and the Resource Management Staff. [redacted] and [redacted] will each wish to consider their decision in the light of all possible alternatives that might be available to them. Since it is important to make a decision on this matter in the very near future, we would appreciate your early response concerning other options plus any additional guidance you could provide to help clarify the personnel opportunities available for providing the best secretarial career management and career development for the IC Staff.

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